

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-18, 3A-27
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Critical Incident Reports		
POLICY NUMBER: DJJ 715		
TOTAL PAGES: 3		
DATE ISSUED: July 15, 2005		EFFECTIVE DATE: 02/03/06
APPROVAL: Bridget Skaggs Brown		, COMMISSIONER

I. POLICY

DJJ Regional Juvenile Detention Centers shall have a system for reporting incidents. Prompt reporting shall take place according to established procedures. The primary staff who is directly involved during or at an incident shall write an Incident Report. Supporting documentation may be submitted by witnessing staff.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

“Critical Incident” means:

- A. Resident behaviors which compromise the health, safety or security of youth, staff or the program, including:
 1. AWOL/Escapes;
 2. Assault by youth on youth;
 3. Assault by youth on staff;
 4. Sexual Assault;
 5. Major Property destruction, i.e. over \$300
 6. Possession of Contraband;
 7. Death of a youth;
 8. Major injury, i.e. requiring medical treatment beyond standard first aid;
 9. Suicide Attempt;
 10. Use of Physical or Mechanical Restraint (exclusive of transporting);
 11. Other, including Medication Error.

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- B. Events or occurrences which compromise the health, safety or security of youth, staff, visitors or the facility such as injury to a visitor, fire, bomb threat, natural disaster, power failure, etc.

IV. PROCEDURES

- A. Any employee witnessing or discovering an incident shall immediately intervene to prevent further escalation if possible and/or lessen potential severity.
- B. The Superintendent shall be advised of all critical incidents immediately, or as soon as reasonably possible, upon observation or discovery.
- C. An investigation shall be conducted and documented whenever a sexual assault is alleged, threatened, or occurs.
- D. An incident report shall be written to provide detailed and specific information regarding the violation/behavior; events leading up to the incident; the manner in which the incident was dealt with and any consequences issued as a result; staff witnesses; physical evidence; use of force; the full name of the youth; date, time, and place of incident including the year and a.m./p.m. for the time; and the reporting staff's name, signature and current position. If another youth must be identified in the incident report, that youth shall be identified by initials only.
- E. The primary staff who is directly involved during or at an incident shall write the Incident Report. Supporting documentation may be submitted by witnessing staff. The Superintendent or designee may require a brief narrative of the incident to also be entered into the Progress Notes, or in the Department's Information Management System, for major rule violations, use of physical or mechanical restraints in response to major rule violations, use of isolation, or major injury/illness.
- F. The incident report and any supporting documentation shall be completed and submitted to the employee's supervisor(s) prior to the end of the reporting employee's shift on the date of the incident. The supervisor shall be responsible for review of the report to ensure thoroughness and accuracy and submittal to the Superintendent within twenty-four (24) hours of the incident.
- G. The Superintendent or designee shall do a preliminary investigation and take immediate steps necessary to protect the safety and welfare of the youth and staff.

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- H. A debriefing shall be conducted after each such incident. The debriefing process includes coordination and feedback about the incident with the designated staff of the facility as soon as possible after the incident. A debriefing includes, but is not limited to:
 - a. a review of staff and juvenile actions during the incident;
 - b. a review of the incident's impact on staff and juveniles;
 - c. a review of corrective actions taken and still needed, and
 - d. plans for improvement to avoid another incident.
- I. Youth shall be given the opportunity to discuss the incident and sign off on the incident report. The copy of the incident report shall be filed in the youth's Individual Client Record.
- J. The Superintendent or designee shall immediately up-line notice of all incidents that present an eminent threat to the safety or security of the program. Up-lining requires actual contact with an up-line representative. Written reports faxed to Regional staff and Frankfort do not substitute for the up-line telephone call and actual contact made with the up-line representative. All incidents involving AWOL, death or serious injury to staff or youth shall be communicated through the chain of command to the Office of the Commissioner.
- K. In accordance with protocol approved by the Office of the Commissioner, the Superintendent shall forward copies of incident reports, including all supporting documentation, to the Regional Manager or Regional Facilities Administrator and the Ombudsman.
- L. If appropriate, filing of public offenses shall be done after consultation with the Regional Manager or Regional Facilities Administrator.

V. MONITORING MECHANISM

The Superintendent and the Residential Facilities Administrator and the Ombudsman, as appropriate, shall have responsibility for monitoring compliance with this policy. The Division of Program Services shall conduct, at minimum, annual program audits.